

Accessible PDFs - Quick Reference

- Review & correct the Document Properties (see pg 11)
 - File > Document Properties or
 - Keyboard shortcut – Ctrl + D
 - Under “Description” tab
 - Determine if the document has been tagged
 - Give the title of the document a meaningful name - which will be displayed on search results pages
 - Change the author to “CA DOJ *PROGRAM NAME*”
 - Give a meaningful subject of the document
 - Apply keywords to the document separating each word by a comma – no spaces. Ex. keyword,keyword,keyword
- Apply tags to the document - if no tags are present from the Document Properties (see pg 23)
 - Advanced > Accessibility > Add Tags to Document
- Correct tags and fix - from the tags panel (see pg 26)
 - Most common tags used:
 - <P> tags are used for paragraphs of content
 - <FORM> tags are used for form fields
 - tags are used for objects that are listed on a page
 - <Header>,<H1>,<H2>,<H3> tags are used for headers in a document
 - <FIGURE> tags are used for images inside of a document
 - <TABLE> tags are used for contents that pages that contain tables
 - <TH> tags within a <TABLE> represent Table Headers
 - <TR> tags within a <TABLE> represent Table Rows
 - <TD> tags within a <TR> represent Table Data
- Form fields always need the following: (see Adobe Acrobat’s pg 44)
 - Tooltips – provide a description to the viewer using an assistive technology tool for what the form field means and the action to apply to it. Example: a first name field should have a tooltip of, “Enter First Name.” Screen readers will read the tooltip as, “Enter First Name Colon”
 - Correct tab order – Document should have a tab order that will flow top to bottom, left to right.
- Alternative Text for figures (images) located on a page (see Adobe Acrobat’s pg 80)
 - If the figure (image) has importance to a page, then Alternative Text (Alt Text) must be applied to it.
 - Create the tag from the tags panel or
 - Create the tag from the “Touch Up Reading Order Tool”
 - Apply the Alternative Text by right-clicking the <FIGURE> tag that is created and going to properties
 - Under the “Tag” tab, enter a meaningful description in the “Alternative Text” box.
- Add Bookmarks to a document that consists over 10 pages (see Adobe Acrobat’s pg 86)
- Tables must have the proper tags identified within the <TABLE> tag (see pg 33)
 - <TH> for Table Headers
 - <TR> for Table Rows
 - <TD> considered Table Data within the Table Row
- Entire document must flow in a logical reading order. (see pg 40)
 - Top to Bottom
 - Left to Right